

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF TEXAS**

PORTRAIT POLICY

I. Purpose

Section III of the Plan for the Administration of the Non-Appropriated Fund (Miscellaneous Order No. 16) lists “establishment of a Judicial Portrait fund” as an approved use of the non-appropriated fund. This portrait policy establishes criteria to determine when and how non-appropriated funds can be used to commission the portrait of a district judge of this court and how the portrait will be displayed.

II. Procedure

A. Scheduling

Each district judge is authorized to have one portrait commissioned and paid for by non-appropriated funds. Absent exceptional circumstances—such as to obtain significant group pricing discounts or to secure the portrait of a judge whose health is declining—no more than four portraits can be commissioned during any one calendar year. Scheduling priority will be based on seniority, without regard to active or inactive status, except that an incoming Chief Judge will be given priority if necessary to ensure that the judge is able to have a portrait commissioned before becoming Chief Judge. The Clerk of Court (“Clerk”) or Clerk’s designee will contact a district judge who is eligible to have a portrait commissioned.

B. Funding

The Non-Appropriated Fund Committee (“Committee”) will establish a maximum dollar amount that can be spent to commission a portrait. The Committee will periodically review the maximum limit to determine whether it should be adjusted.

If a bar association, historical society, or other organization desires to fund the portrait of a district judge, and intends to donate the portrait to the court, the Committee can donate non-appropriated funds to the bar association, historical society, or other organization to assist in paying for the portrait, provided that the contribution cannot exceed the maximum dollar amount then in effect.

C. Artist Selection

The Committee will develop a list of approved portrait artists and will periodically review the list to determine whether it should be modified. If a judge desires to add an artist to the approved list, the judge must provide the Committee the name of the artist, samples of the artist’s work, and any other information that would assist the Committee in deciding whether to add the artist to the approved list.

D. Ownership and Reproduction Rights

Portraits commissioned under this Policy and paid for with non-appropriated funds become property of the non-appropriated fund. The Clerk, as custodian of the non-appropriated fund, must ensure that each portrait is placed on a permanent inventory list that includes the portrait’s location and date of acquisition. Non-appropriated funds can be used to display or maintain these portraits.

Portraits procured by a bar association, historical society, or other organization may be donated to the court with approval of the Director of the Administrative Office of the Courts or the Director’s designee. Any portrait donated to the court becomes official court property and must be included in the court’s inventory. Appropriated funds may be used to display and maintain such portraits.

Arrangements should be made with each artist for the Committee and/or the court to have the unrestricted right to copy, photograph, or otherwise reproduce any portrait that has been funded, in whole or in part, with non-appropriated funds.

E. Location

A portrait of an active judge that is property of the non-appropriated fund or the court will be displayed in the judge's courtroom or in another public location that is mutually agreeable to the judge and the court. Each portrait of an inactive or deceased judge that is property of the non-appropriated fund or the court will be displayed in a public location, as determined by the court, or, for appropriate reasons, placed in storage. A portrait that is property of the non-appropriated fund cannot be removed from a court facility without written approval of the Committee. A portrait that is court property cannot be removed from a court facility without written approval of the court's custodial officer.

F. Specifications

The dimensions of a portrait commissioned under this policy should generally be 40" by 30" inches. Absent Committee approval, the dimensions cannot vary from this standard by more than 4". The portrait should be oil on canvas, three-fourths or whole body. The portrait background should be minimal, but may include court-related items, such as a flag, seal, and/or law books.

G. Ceremonial Portrait Presentations

The court may host a ceremony to commemorate the presentation of each judge's portrait. In appropriate circumstances, ceremonies can be combined. The Committee will establish a maximum dollar amount that can be spent from the non-appropriated fund to pay for light refreshments, decorations, and other expenses for the ceremony. The Committee will periodically review the maximum dollar amount to determine whether it should be modified.

If a bar association, historical society, or other organization desires to host a portrait presentation ceremony to commemorate the presentation of a judge's portrait, the Committee can donate non-appropriated funds to the bar association, historical society, or other organization to help fund the ceremony, provided that the contribution cannot exceed the maximum dollar amount approved to pay for an event hosted by the court.

If the ceremony is appropriately included in the Federal Supplement, with the approval of the judge, or of the family of a deceased judge, a transcript of the proceedings will be produced and transmitted to the publisher of the Federal Supplement for inclusion in a bound volume.